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STUDENT AGREEMENT

Regular attendance in the Greene County Career and Technology Center Practical Nursing Program is essential for students to gain maximum benefits from the educational program. It is necessary to have a reasonable number of rules and regulations when a group of people are working together. These rules are not intended to restrict the rights and privileges of you as an individual, but are intended as a guide, to be followed, so that learning can take place in an educational atmosphere.

I have had the Student Handbook reviewed with me. I understand and agree to abide by these policies while enrolled in the Practical Nursing Program.

SIGNATURE OF STUDENT:____________________________________________________DATE:____________________

“WORTH A TRY”

Though it’s tempting to sit in judgment

Since flaws are easy to see,

If I look for good in others,

They may do the same for me.
Organization Chart

Greene County Career and Technology Center
WELCOME TO THE GREENE COUNTY CAREER AND TECHNOLOGY CENTER

PRACTICAL NURSING PROGRAM

Nondiscrimination Policy

The Greene County Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated your groups. Inquires may be directed to the Greene County Career and Technology’s Title IX Coordinator or the Section 504 Coordinator at 60 Zimmerman Drive, Waynesburg, PA or call 724-627-3106. Any student (and /or their guardian) who believes they have been discriminated against may file a complaint of discrimination with any of the following:

Greene County Career and Technology Center
60 Zimmerman Drive
Waynesburg, PA 15370

Bureau of Civil Rights Compliance
Department of Public Welfare
Room 412 Health & Welfare Building
P.O. Box 2675
Harrisburg, PA 17105

Office of Civil Rights
U.S. Department of Health and Human Services
Region III, P.O. Box 1376
Philadelphia, PA 19101

Pennsylvania Human Relations Commission
101 South Second Street
Suite 300
Harrisburg, PA 17105
The Purpose of the Greene County Career and Technology Center, Practical Nursing Program is to provide an educational experience which will prepare students to become competent, effective practical nurses. Under the direction of a licensed professional nurse, licensed physician, or a licensed dentist, graduates will perform a vital function of the health team.

The Practical Nursing Program is approved by the Pennsylvania Department of Education and Pennsylvania State Board of Nursing, and is accredited by the Accreditation Commission for Education in Nursing.

Pennsylvania State Board of Nursing
PO Box 8411
Harrisburg, PA 17105
717 783-7142

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
404 975-5000
GREENE COUNTY CAREER AND TECHNOLOGY CENTER

JOINT OPERATING COMMITTEE
Roberta Boyd, Chairperson
Thomas Howard, Vice Chairperson
Donna Brown
Chad Scott
Pete Shlosky, Treasurer
Kristi Rhom
Central Greene School District
Southeastern Greene School District
Jefferson–Morgan School District
West Greene School District
Carmichaels Area School District
Joint Operating Committee Secretary

SUPERINTENDENT OF RECORD
Brian Uplinger
Central Greene School District

GREENE COUNTY SCHOOL DISTRICT SUPERINTENDENTS
John Menhart
Brian Uplinger
Donna Furnier
Rich Pekar
Thelma Szarell
Carmichaels Area School District
Central Greene School District
Jefferson-Morgan School District
Southeastern Greene School District
West Greene School District

GREENE COUNTY CAREER AND TECHNOLOGY CENTER ADMINISTRATION
Karen Pflugh
Administrative Director

PRACTICAL NURSING STAFF
Wendy Bouchard, MSN, RN
Judy Swauger, MSN, RN
Toni Lemley, MSN, RN
Jill Summersgill
Coordinator
Instructor
Instructor
Secretary
DAILY SCHEDULE

Classroom:

- Morning Session 7:45AM - 11:30 AM
- Lunch 11:30 AM - 12:00 PM
- Afternoon Session 12:00 PM - 3:15 PM

Ten minute breaks will be given at the instructor’s discretion.

The entire suite must be clean and in order before the 3:15 PM dismissal.

Clinical Areas:

- Rolling Meadows Nursing Home 6:45 A.M. - 2:30 P.M.
- Southwest Regional Medical Center 6:45 A.M. - 2:30 P.M.
- Golden Living Center 6:45 A.M. - 2:30 P.M.
- Community Action S.W. Head Start 9:00 A.M. - 2:30 P.M.
- The Washington Health System 2:00P.M.- 9:00P.M.
- Your Child’s Place 8:00A.M. – 12:00P.M.
- Rainbows End 6:45A.M. – 12:00P.M.
- Wound Center 9:00A.M. – 12:00P.M.

-Students are to be on their assigned unit ready to report by 6:45 A.M.

-Students are to be on the Clinical Units only during scheduled times.

-Students are not permitted to leave assigned clinical areas early without instructor’s approval.
ADMISSIONS REQUIREMENTS

1. High School graduate or satisfactory achievements on equivalency examination.
2. Satisfactory achievement on pre-entrance admission examination.
3. Satisfactory references and personal interview.
4. Criminal history report, Pennsylvania child abuse clearance, and FBI Fingerprint report
5. Satisfactory physical condition as determined by a physical examination.

Admissions, the provision of services, and referrals of residents shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, and sex, parental or marital status.

Program services shall be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with any of the agencies as listed in the student handbook.

ADVANCED PLACEMENT POLICY
Credit for previous education and/or experience will be determined on an individual basis and will be granted according to program’s standards.

A bridge program is honored and encouraged according to the Perkins Statewide Articulation Agreement. This policy applies to students who successfully complete a Pennsylvania Department of Education Program of Study at the secondary level and apply to the postsecondary Practical Nursing Program in which any secondary school has an articulation agreement.

1. The Practical Nursing Program and the Secondary School will communicate and advise students of the steps needed for completion of college level equivalent clock hours.
2. The Secondary Students seeking matriculation must meet all Admission requirements set forth by the Greene Co. CTC Practical Nursing Program Admission policy and must meet the following criteria demonstrating successful completion of the Program of Study.
   a. Minimum 2.5 grade point average (no rounding) on a 4.0 scale in the technical courses and completion of the approved PDE program of study.
   b. Achieve competency on the entire approved PDE program of study Secondary Competency Task List.
   c. Furnish documentation necessary to the Postsecondary institution upon written request which verifies successful completion of requirements. Items may include, but are not limited to:
      (1) Official Student Transcript
      (2) Secondary Competency Task List, signed by Instructor
3. Individuals who meet the admission requirements will be awarded the equivalent clock hours in the Greene County CTC’s Practical Nursing Program’s “Nursing Fundamentals” component:

   Two Credits/30 clock hours:
   16 hours—Nursing Fundamentals
   14 hours—Level One Clinical (two days)
4. Individuals who have met all requirements for the Greene County CTC Practical Nursing Program and the Perkins Articulation Agreement will have their tuition costs prorated to reflect the number of clock hours awarded.
## Greene County Career and Technology Center
### 2015-2016 LPN Calendar

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- First day for students
- First day for Instructors
- Holidays
- End of Levels
- **Graduation June 24, 2015**
- 3/21-3/23-snow make-up
* if not used=Easter brk
Revised-3/31/15

### Important Dates
- End of Levels
  - Level 1-10/22/15
  - Level 2-2/18/16
  - Level 3-6/24/16
PHILOSOPHY

The basic philosophy underlying the Practical Nursing Program is also that of the Greene County Career and Technology Center, of which it is a part. The mission of the Greene County Career & Technology Center is to prepare all students for the world of work with the technical competencies, academic skills and attitudes which are necessary for both entry level employment and continuing education. This basic philosophy, as applied to the Practical Nursing Program, is to provide learning experiences for students to enable them to obtain licensure and use their knowledge and skills to function as contributing members of the health care team.

The faculty’s beliefs regarding the individual and society have a direct impact on the nursing education program. We believe that the family is the basic unit of society and that society is the totality of relationships among human beings. We believe that human beings possess intellect, reason, and feelings, and therefore should be treated with dignity and respect without regard for race, color, creed, national origin, age, sex, religion, marital or parental status, economic or sociologic status or disability. We believe that each individual brings to society his/her unique experiences, background, goals and abilities to achieve these goals. Individuals are a product of their society and society is the sum total of the individual’s interaction with the environment. Hence, it is a complimentary relationship; therefore, we believe the integrity of the human being is paramount to the betterment of society. We adhere to the supposition that each individual possesses the ability and shares the responsibility to change society toward the promotion of humanitarian interests.

Nursing is one facet of society’s organized efforts to care for and protect all people in varying stages of health and illness. We believe that nursing is an art and a science whose purpose is to maintain wellness, promote health, and care for the sick and the injured. Nursing is based on an understanding of the physical, emotional, spiritual and social needs of the individual. We believe the utilization of the nursing process provides a framework for meeting the basic needs of each individual.

We believe that the Licensed Practical Nurse (LPN) is, and will continue to be, an essential and integral part of the health care team. Changes in health care delivery systems have rapidly altered the roles of nurses. As these changes are implemented, there remains a place for the technically trained LPN whose goal is to provide direct client care in hospitals, clinics, long-term home health and community health care facilities. We believe that a strong core of basic nursing skills provides the foundation for the diverse employment opportunities currently available to graduates of Practical Nursing.

The program faculty is responsible for the planning, design, implementation, and evaluation of the practical nursing educational curriculum under the direction of the administration of the Greene County Career and Technology Center. It is also the responsibility of the faculty to select and direct learning opportunities through a program of consistent and systematic evaluation. It is the student’s responsibility to set personal goals, commit to the process of learning and be accountable for their own actions.

Nursing education is built on a firm foundation of basic knowledge within the concept that nursing is an art and an expanding science. Practical Nursing education will prepare the individual to use sound judgment based on knowledge, nursing skills, attitudes and experiences in selected nursing situations. Critical thinking and problem solving enable the student to adapt to the expanding role of the LPN in today’s health care system.

We further believe that with the constant changes taking place in the health care industry, our program goals and objectives must continually be reevaluated through a planned quality improvement process. This process shall include input from employers, students, and the health care community.

Education is a life-long process which should allow for upward and/or horizontal mobility according to the individual’s capacity and motivation. Students are encouraged to participate in professional organizations to broaden knowledge base and keep abreast of current trends in nursing.
Upon completion of the Practical Nursing Program, the graduate shall demonstrate the following entry level competencies:

I. ASSESSMENT:
   A. Assesses basic physical, emotional, spiritual and socio-cultural needs of the health care client.
   B. Collects and verifies data within established guidelines through:
      1. Client interviews
      2. Observations/Measurements
      3. Team members, family members and significant others
      4. Health records
   C. Utilizes knowledge of normal values to identify deviations in health status.
   D. Documents data collected.
   E. Communicates findings to appropriate staff member.

II. PLANNING:
   A. Contributes to the nursing care plan utilizing established nursing diagnosis of clients with well defined health problems.
   B. Prioritizes nursing care needs of clients.
   C. Assists in the review of care plans to meet changing needs of clients.

III. IMPLEMENTATION:
   A. Provides nursing care according to accepted standards of practice; priority of client needs and individual and family rights to dignity and privacy.
   B. Utilizes effective communication skills in recording and reporting and in establishing and maintaining therapeutic relationships with clients, family and significant others.
   C. Collaborates with team members to coordinate delivery of nursing care.
   D. Instructs clients regarding health maintenance based on client needs and nurses level of knowledge.

IV. EVALUATION:
   A. Seeks guidance as needed in evaluating nursing care.
   B. Collaborates with team members in on-going review revision of the care plan.
   C. Modifies nursing approaches based on evaluation on nursing care.

V. PROFESSIONALISM IN PRACTICE:
   A. Complies with nurse practice act in the state in which licensed.
   B. Utilizes opportunities for personal and professional growth.
   C. Identifies strengths and weaknesses for improving performance.
   D. Functions as an advocate for the health care consumer.
   E. Exhibits ethical, legal and professional behavior.

VI. LEADERSHIP:
   A. Assumes responsibility for managing his/her own actions when providing nursing care.
   B. Is accountable for nursing care delegated to unlicensed health care providers.
   C. Is aware that the practical nurse, through political, economic, and societal activities, can affect nursing and health.
CURRICULUM CONTENT

LEVEL I – Includes those basic sciences which are necessary for an understanding of the principles and practice of nursing. Legal and ethical responsibilities are emphasized as well as the development of communication skills and an understanding of the family as a basic unit of society.

LEVEL II – Involves the teaching of more specific nursing techniques including meeting the needs of the geriatric and psychiatric patient incorporated with medical-surgical nursing. It also covers pregnancy and the delivery and normal growth and development. Students will begin rotation through the specialty areas to enhance their knowledge of the importance of all members of the medical team working together to provide optimum care for the patients.

LEVEL III – Covers the total patient care with emphasis on specific entities, includes administration of medications, and care of the hospitalized child. Level III is designed to make the transition from student to graduate easier and more realistic. During this level, the students will spend four (4) days a week in the clinical setting during the Leadership clinical experience. The cooperating agencies for clinical experience are Southwest Regional Medical Center, Rolling Meadows Nursing Home, Golden Living Center, Community Action S.W. Early Head Start, Washington Hospital, and Your Child’s Place.

HISTORY
The Greene County Career and Technology Center has successfully operated a Practical Nursing Program since 1970. It has the distinction of graduating over one thousand practical nurses, whose lives are now serving the needs of patients with their skill and knowledge for the betterment of mankind.

In the past the program enrolled two classes each year, one in March, the other in September. In 1986 the program began enrolling only one class per year running from July to June of the following year.

The Practical Nursing Program is a twelve (12) month post-secondary program consisting of 230 days of instruction, 7 hours a day, for a total of 1610 hours of training. The 12 months is divided into two years, with 1021 hours in year one and 539 hours in year two.

ACADEMIC PROGRESS
The curriculum is divided into three levels, each level consisting of 16 weeks. Students must maintain a minimum grade average of 80% in foundation subjects and an 80% in all nursing subjects.

In addition, students must maintain a satisfactory evaluation in courses with a clinical component in order to satisfactorily complete the level.

Each level is a prerequisite for the next, therefore satisfactory completion of each level is required to progress to the next level. All program requirements must be met within 150% of program length or 18 months in order to be eligible to graduate.
## CURRICULUM OUTLINE

### LEVEL I (Year 1)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory Hours</th>
<th>Clinical Hours</th>
<th>Total Hours</th>
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<tbody>
<tr>
<td>Basic Science</td>
<td>90</td>
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<td>90</td>
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<tr>
<td>Nutrition</td>
<td>40</td>
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<tr>
<td>PVR</td>
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<tr>
<td>Basic Nursing Skills</td>
<td>216</td>
<td>120</td>
<td>336</td>
</tr>
<tr>
<td>Intro to Medical/Surgical Nursing</td>
<td>30</td>
<td></td>
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</tr>
<tr>
<td>Pharmacology I</td>
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<td></td>
<td>20</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td><strong>416</strong></td>
<td><strong>120</strong></td>
<td><strong>536</strong></td>
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### LEVEL II

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<tr>
<th>Course</th>
<th>Theory Hours</th>
<th>Clinical Hours</th>
<th>Total Hours</th>
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<tbody>
<tr>
<td>Medical-Surgical Nursing I (includes mental health)</td>
<td>100</td>
<td>252</td>
<td>352</td>
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<tr>
<td>Pharmacology II</td>
<td>20</td>
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<td>41</td>
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<tr>
<td>Maternal and Child Health Nursing</td>
<td>30</td>
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<td>72</td>
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<tr>
<td>Growth and Development</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td><strong>170</strong></td>
<td><strong>315</strong></td>
<td><strong>485</strong></td>
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### LEVEL III (Year 2)

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<th>Course</th>
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<th>Clinical Hours</th>
<th>Total Hours</th>
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<tbody>
<tr>
<td>Medical-Surgical Nursing II</td>
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<tr>
<td>Pharmacology III</td>
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<tr>
<td>Pediatrics</td>
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<tr>
<td>Leadership &amp; Transition</td>
<td>30</td>
<td>126</td>
<td>156</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td><strong>190</strong></td>
<td><strong>342</strong></td>
<td><strong>589</strong></td>
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**TOTAL HOURS IN PROGRAM - 1610**
GRADING POLICY

GRADING SCALE—The following scale is used to determine letter grades:

- A  93 - 100
- B  84 - 92
- C  80 - 83

RETENTION POLICY: An 80% or higher is considered satisfactory in all nursing courses. If a student does not achieve the required minimum grade it shall result in dismissal from the program in accordance with the State Board of Nursing.

If absent on the day a test is administered, students must make prior arrangements with the instructor to take the test. Tests must be made up on his/her own time, not during instruction. Otherwise no make-up tests will be given.

THEORY EVALUATION: An 80% is required in any nursing course. Any student who drops below 80% in any subject area at mid-level will be placed on probation. The probationary period is defined as 8 weeks or the end of the level. Any student who has not maintained an 80% average by the end of the level shall be dismissed from the program.

CLINICAL EVALUATION - Levels I through III

The grading system used for evaluation of a student’s performance in the clinical area is pass or fail. A student who does not meet expectations in 5 or more of nursing objectives will be dismissed. Any student with less than 5 does not meet expectations will be placed on probation. During this time, the student will be given the opportunity of close supervision by the clinical instructor in order to assist the student in every way to improve the unsatisfactory rating.

A student who is unable to improve the quality of performance during the probation period will (upon the joint decision of the P.N. coordinator and the clinical instructors) be dismissed from the program.
ATTENDANCE POLICY

1. Students are to be in the classroom at the designated time and ready for class to start.

2. Class hours and class breaks must be adhered to as scheduled.

3. Students should report well rested and attentive. Sleeping in class or clinical will not be tolerated.

4. In the event of a death in the immediate family, absence will be calculated with other absences.

5. Tardiness or early dismissal equal to 3 1/2 hours constitutes one-half day absence. Excessive tardiness could result in disciplinary action.

6. In the event a student must be absent or late for clinical experience; the student must notify the instructor before 6:00AM by: calling the instructor’s cell phone number or a text a message giving your name and reason for the absence or tardiness.

   Failure to report off properly shall result in disciplinary action and/or dismissal from the program.

7. Absenteeism of more than ten (10) days may result in delay of graduation or dismissal/suspension from the program. Absenteeism which exceeds the number of days allowed per level (Level I four (4) (Level II three (3) (Level III; three (3) could result in dismissal from the program. Dismissal/suspension will be determined on an individual basis. Absences will be calculated on an hourly basis – for example: three (3) and one half hours absent will be equal to one half day, and seven (7) hours absent will be equal to one (1) full day.

8. If a student is absent for three (3) consecutive days, the student must have a written excuse from a physician upon return to class. Excused absences are still considered an absence.

9. Attendance at graduation ceremonies in full uniform is required. Students who have not met all program requirements will not be permitted to participate in the graduation ceremony.
ASSESSMENT AND REVIEW

Purpose of the ATI Program
The ATI assessment and review program is designed to increase retention rate and success on the NCLEX-PN exam utilizing online tutorials (Nurse Logic and Learning System) comprehensive review tests, skills modules, online practice and proctored computer assessments.

Utilization of the ATI
The ATI assessment and review program will be used by instructors for individual course assignments, remediation, and retention.

The students will receive a complete set of review modules for their individual use. The student will be given access to the ATI website which they will be able to access from any computer with internet capabilities for the online practice exams and skills modules.

Students will be given the ATI handout, “Ten Valuable Steps for Academic and NCLEX Success” prior to being assigned the practice exam.

ATI products designed to enhance Critical Thinking are available on the ATI website. The Critical Thinking Exit exam will be given prior to the Comprehensive Predictor exam.

Nurse Logic are assigned to both first nursing course (beginner version) and again in last nursing course (advanced) to promote student understanding of testing and remediation, priority setting frameworks, nursing concepts, knowledge and clinical judgment, as well as to promote critical thinking and application of knowledge.

Individual Comprehensive Course Exam
Anatomy and Physiology, Fundamentals, Maternity, Pediatrics, Pharmacology, Mental Health, Medical Surgical Nursing, and Management.

Practice ATI exams must be utilized and a score of 90% or greater must be achieved. The cover page of the practice exam with the required score is the “ticket” to sit for the proctored exam.

Utilizing the individual performance profile results from the student’s first practice assessment, students must show one index card for each of the item on their “Topics to Review” to the Instructor that teaches that subject matter prior to the Proctored exam. Each card must be hand-written and contain two (2) or three (3) valuable points to remember for each topic. Each “Topic to Review” is content from a test question that the student got incorrect. This exercise is key to remediation. The student may not see the test question again but will possibly see that content on the NCLEX-PN.
ATI Proctored exams will be given for related individual courses in the program.

- All students will utilize online Focus Review for a minimum of two hours and this time will be documented (go to Results and then focus Review to create from Practice/Proctored exams. Utilizing the individual performance profile results from the student’s first practice assessment, students must show one index card (or hand written page) for each of the items on their “Topics to Review” to the Instructor that teaches that subject matter prior to the Proctored exam. Each card/page must contain two (2) to three (3) valuable points to remember for each topic. Each “Topic to Review” is content from a test question that the student got incorrect. THIS EXERCISE IS KEY TO REMEDIATION. The student may not see the test question again but will possible see that content on the NCLEX-PN.
- Student must achieve a proficiency Level 2 or higher
- Students below Level 2 will be rescheduled to take a different version of the proctored exam following remediation, with a maximum of three (3) attempts
- If the student is unable to attain Level 2 proficiency, continued remediation will once as suggested by faculty
- If a student has to retake a Proctored exam, the higher score of two will be utilized in the related subject matter

Syllabus for Individual Courses: Anatomy and Physiology, Fundamentals, Maternity, Pediatrics, Pharmacology, Mental Health, and Medical Surgical Nursing will contain this scale:

The ATI course exam will be applied as a unit grade using the following scale:

- Level Three- Proficiency---------95%
- Level Two- Proficiency----------85%
- Level One- Proficiency----------75%
- Below Level One- Proficiency-----70%

This grade will be included as a regular course exam grade.

NCLEX-PN Comprehensive “A” Predictor exam will be given prior to graduation. Suggested achievement is a minimum 93% percent predicted probability (with a total score of 80-100%) to pass the NCLEX-PN. Students who do not achieve 93% pass predictability on the exam will be placed in remediation utilizing the ATI assessment and Focused Review. The students will be required prior to graduation to retake the ATI Comprehensive exam and show improvement.

Signing denotes that I understand the importance of the ATI policy (assessment and review) and the comprehensive remediation program it entails.

Student signature________________________________________, Date__________________
STUDENT WITHDRAWAL

If a student has extenuating circumstances which prevents them from continuing in the program, they may request a leave of absence in writing. If able, the student may return the following year to begin at the start of the same level they were unable to complete, only if the faculty feels it is educationally sound for the student.

STUDENT HEALTH POLICY

1. Prior to the start of the program, and at the student’s expense, a physical exam, including immunizations, lab work, 10 panel drug screening, and 2 step tuberculin test (P.P.D.) are to be done by a physician of the student’s choice.

2. If a student becomes ill or injured during the course of the program, he/she may seek medical attention. Students are required to sign a confirmation of Health Insurance or waiver.

The student assumes the cost of all Emergency Room visits and hospitalizations.

3. Pregnancy – A student may remain in the nursing program if she becomes pregnant.

However, she is responsible for the following:

A. Informing the coordinator when a positive diagnosis of pregnancy is made.
B. Presenting a signed doctor’s certificate stating that she is in good physical condition and may remain in the program.
C. Realize that she will carry all the responsibilities as that of her classmates, no special considerations will be given, such as special patient assignments, etc.
D. Being responsible for purchasing or providing a satisfactory school uniform that meets the coordinator’s approval.
E. If a leave of absence is requested, it must be in writing and planned, if possible to begin at the end of a level.
F. Student will not be permitted to participate in nuclear stress tests for their own safety.

SAFETY AND SECURITY POLICIES

The Greene County Career and Technology Center has set forth the following policies for safety and security.

Students who are charged under or convicted of violations of civil or criminal law may be subjected to disciplinary procedures and possible dismissal for the same offense, when the misconduct either occurs on school grounds, or when it has an adverse effect upon the school and its educational task.

Crime statistics are available upon request in the main office of the Career & Technology Center.
SAFETY AND SECURITY POLICIES (CONTINUED)

Any victim of a violation or crime which occurs on school grounds should report the incident to the Director of the school or to the Coordinator of the Practical Nursing Program as soon as possible. An investigation of the incident will be conducted, with follow-up disciplinary action when necessary. Any victim of a crime occurring on school grounds will be notified of their rights in reporting the violation to local authorities. Although administration is available to investigate incidents and follow-up on possible violations, it is not intended to be a substitute for local police. Reports are filed on all incidents or violations, and crime statistics are maintained in the administrative office.

In addition, Greene County Career and Technology Center, Practical Nursing Program maintains its own policies and regulations. These policies are outlined in the Practical Nursing Student Handbook. The Greene County Career and Technology Center and its Practical Nursing Program reserves the right to discipline any student whose conduct proves to be unacceptable or undesirable. The Greene County Career and Technology Center also reserves the right to remove from school grounds any student who jeopardizes the safety of others or refuses to comply with the authority of those responsible for the order of the Greene County Career and Technology Center and/or the Practical Nursing Program. Local or State Police may be called if the situation requires assistance.

WEAPONS

The Joint Operating Committee recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapons— the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possessing— a student is in possession of a weapon when the weapon is found on the person of the student; in the student’s locker; under the student’s control while on center property; on property being used by the center; at any center function or activity; at any center event held away from the center; or while the student is coming to or from the center.

The Joint Operating Committee prohibits students from possessing and bringing weapons and replicas of weapons into any center buildings, onto center property, to any center sponsored activity, and onto any vehicle providing transportation to the center or a center-related activity.

The school shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The administrative Director may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with disabilities, the Administrative Director or designee shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

The Administrative Director or other administrator shall report the discovery of any weapon prohibited by this policy to the student’s parents/guardians, the home school and to local law enforcement officials.
TERRORIST THREATS/ACTS

The Joint Operating Committee recognizes the danger that terrorist threats and acts regarding the safety and welfare of students, staff and community. The Joint Operating Committee acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terrorist Threat – shall mean a threat to commit violence communicated with intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terrorist Act – Shall mean an offense against property or involving danger to another person.

The Joint Operating Committee prohibits any student from communicating terrorist threats or communicating terrorist acts directed at any student, employee, Joint Operating Committee member, community member or school building.

DRUG FREE WORKPLACE POLICY

Controlled Substance/Paraphernalia:
The Joint Operating Committee recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the center shall strive to prevent abuse of controlled substances.

For the purpose of this policy, controlled substances shall mean:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Prescription or patent drugs, except those for which permission for use in the center has been granted pursuant to Joint Operating Committee.

For the purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

The Joint Operating Committee prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during center hours, at any time while on center property, at any center-sponsored activity, and during the time spent traveling to and from the center and center sponsored activities.

The Joint Operating Committee may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the center’s educational or extracurricular programs resulting from violations of this policy.
DRUG FREE WORKPLACE POLICY (CONTINUED)

Incidents of possession, use and sale of controlled substances by any person on center property shall be reported to the main school office on the required form at least once each year.

Guidelines: In all cases involving students and controlled substances, the need to protect the educational community from undue harm and exposure to drugs shall be recognized.

Reasonable Suspicion/Testing: If based on the student's behavior, medical symptoms, vital signs, or other observable factors, the building administrator, coordinator, and instructors has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, hair or the administration of a Breathalyzer test.

Immediate dismissal from the program will result if student refuses to submit sample for testing or tests positive for controlled/illegal substances or alcohol. The student is responsible for paying for the drug testing test.

References:
- Pennsylvania Nursing Assistance Program(www.pnap.org)
- Professional Health Monitoring Program (www.dos.state.pa.us.phmp)
- Controlled Substance Act—21 U.S.C, Sec 801 et seq
- PA Controlled Substance, Drug, and Cosmetic Act—35 P.S. -101 et seq
- PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse—42 Pa. C.S.A. 8337
- Steroids—35 P.S. Sec 807.2
- School Code—24P.S. Sec. 1303 –A, 1850.1
- State Board of Education Regulations—22 PA Code Sec. 12.3
- Joint Operating Committee Policy—122, 210, 218, 233

LIBRARY POLICY
Library books are available to all students. The Procedure for signing out and returning books/DVDs is as follows:

1. Complete sign out form with secretary.

2. Books shall be returned to the secretary.

3. Books MAY NOT be out of the library for more than a five day interval.

4. The Student will be held financially responsible for any books that are damaged.
LIBRARY POLICY (CONTINUED)

5. All books must be returned one (1) week prior to graduation.
6. Any books still not returned by graduation will be charged to the student. Students will not receive their diploma until books are returned or paid for.

PERSONAL APPEARANCE

School:
1. Street clothes or slacks may be worn.
   A. Clean and neat at all times.
   B. Good personal hygiene

2. Hair clean and neatly styled.

3. Wear appropriate street clothes whenever reporting for class. Students must wear appropriate length shorts (3 inch above the knee is acceptable). Jeans with rips/tears are not considered professional style, and are not appropriate for school. No t-shirts with profanity. No leggings (unless worn with mid-thigh top.)

Clinical:
1. Student must wear school uniform when on duty. When assigned to special areas, students must have a complete uniform available.

2. Must have a lab coat when working in O.B., O.R., and Recovery Room.

3. Must be immaculate at all times.
   A. Clean uniform daily. Check whiteness of uniform.
   B. Clean Shoes. Closed toe. Shoes should not be worn outside of the clinical facility.
   C. Clean white socks or knee highs.
   D. No Jewelry is to be worn, with the exception of a wedding band and or/ duty watch.

4. If student’s ears are pierced, one single small gold, silver or white post style earring may be worn. No other visible pierced body parts are acceptable including tongue.

5. Hair must be clean and neatly styled.
   A. Hair must be off the collar
   B. No long loose hair hanging around the face.
   C. No ornate barrettes, combs, feathers, or bows in the hair.
   D. Male students with mustaches and beard keep them trimmed and clean.

6. Hands must be clean and neatly manicured at all times.
   A. Excessively long nails are prohibited when working with patients.
   B. Nails may be polished in clear or light pink color when working in the clinical area.
   C. No acrylic/artificial nails permitted in clinical setting. In keeping with hospital policy.

7. No visible tattoos
UNIFORM AGREEMENT
Fitting for uniforms is done during the first 2 weeks of school. These uniform tops and jackets are embroidered with the student’s first name, initial of last name, and SPN (Student Practical Nurse). Due to the embroidery, if the student withdraws or is dismissed from the program for any reason, prior to the clinical experiences (begins at the 416-420 hours of our clock hour program) they are responsible for the cost of the uniform tops and jackets, as they are not returnable/refundable due to the stitching.

I understand this nonrefundable uniform policy:

Name: ________________________________  Date:___________________

Coordinator: _____________________________________________________

EMERGENCY CLOSING
In the event of the Greene County Career and Technology Center closing, an announcement will be made over radio Station WANB-Waynesburg, and KDKA-Pittsburgh. In the event of school delays, classes will run as scheduled, unless otherwise notified by the telephone chain. This involves days students are in class only. Cancellations on clinical days will be initiated by the telephone chain.

PARKING
Students are permitted to park in designated areas only. A parking tag will be issued to each student to be displayed in the windshield. The school is not responsible for damage to or theft of vehicles or their contents.

PERSONAL PROPERTY
Uniforms, personal equipment and supplies used on personal projects are the financial responsibility of the student. Any of these items that are lost, stolen, or damaged must be replaced by the student.

LOST AND FOUND
Students should report lost or found articles to the office. Items unclaimed at the end of the school year will become the property of the school.

FIRE DRILL INSTRUCTIONS
Fire drills will be held regularly throughout the year and will be announced. Students are to leave the school in a swift orderly manner upon the sounding of the fire alarm. No student is to re-enter the school until the “all clear” signal has been sounded. Each instructor will explain the assigned route of exit. A diagram of this route is posted in each classroom.

SMOKING
Smoking or use of tobacco in any form is not permitted in the building or outside the building or anywhere on school grounds. Smokers must not be in view of the school campus.
COMMUNICATION DEVICES
Students will not be called from class to the telephone. If the message is urgent, it will be delivered immediately to the student. Students are urged to make their family and friends acquainted with this regulation. **Cell phones and camera phones are not permitted in the school or at clinical sites in accordance with HIPPA laws, unless being used for reference i.e. (Nursing Central).** Students may not receive telephone calls while on the clinical unit. In the event of an emergency an instructor will be paged, for the purpose of relaying the message to the student.

Nursing students will be utilizing an I-Pod Touch for reference. This technology allows quick and easy access to up to date evidence-based information in both the classroom and clinical setting. However, use of the I-Pod must be appropriate and within established guidelines. HIPAA guidelines concerning the confidentiality of patient information must be followed at all times. Student I-Pods must be purchased through Greene County CTC. During clinical and class, it is expected that the I-Pod be utilized only when authorized by faculty. In the clinical setting, be respectful of the patient during the use of the device. Briefly explain to the patient what the device is and how it helps with the care you are providing. Make sure to keep physical control guidelines as the device may act as a reservoir for microorganisms, disinfect the device as needed. Professional behavior concerning the use of I-Pods as well as other such electronic devices during class and clinical is expected. Misuse of electronic devices may result in suspension and/or dismissal.

SOCIAL MEDIA
The use of social media such as Facebook, YouTube, My Space, Twitter, Allnurses.com, blogs, etc., provide the ability for students to communicate with and receive support from their peers. Nurses often use electronic media both personally and professionally. However, students need to be aware that publishing information on these sites may be public for anyone to see and could be traced back to them as individuals. Student nurses must maintain patient privacy and confidentiality at all times whether they are at work or outside the workplace.

Nursing students are preparing for a profession which provides services to the public and expects high standards of behavior. Therefore, the student should remember that confidential information related to individuals or agencies must not be disclosed.

HIPAA regulations must be followed at all times. These regulations are intended to protect patient privacy. Patients need to be assured that their most personal information and their basic dignity will be protected by the nurse. Information concerning clients/clinical rotations must not be posted in any online forum or webpage.

Students are **legally responsible** for anything that may be posted in social media forums.

Nurses should be mindful of employer policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media. By being careful and conscientious, nurses may enjoy the personal and professional benefits of social and electronic media without violating patient privacy and confidentiality.
SOCIAL MEDIA (CONTINUED)

Consequences: Instances of inappropriate use of social or electronic media may be reported to the State Board of Nursing (SBON). The SBON may investigate reports of inappropriate disclosures on the grounds of:

- Unprofessional and unethical conduct
- Mismanagement of patient records
- Breach of confidentiality

If the allegations are found to be true, the nurse may face disciplinary action by the SBON; including a reprimand, assessment of a monetary fine, or temporary or permanent loss of licensure.

Improper use of social media by nurses may violate state and federal laws established to protect patient privacy and confidentiality. Such violations may result in both civil and criminal penalties, including fines and possible jail time. The nurse may be individually sued for defamation, invasion of privacy, or harassment.

If the nurse’s conduct violates the policies of the employer, the nurse may face termination. Online comments by a nurse regarding co-workers, even if posted from home during non-work hours, may constitute as lateral violence. Lateral violence includes disruptive behaviors of intimidation and cyber-bullying.

**There is a separate addendum for the student to read and sign regarding this policy.**

COUNSELING PROGRAM

Objectives:
1. To assist the students in evaluating their progress.
2. To encourage the students to become self-directed.
3. To maintain teacher-student rapport.
4. To encourage satisfactory interpersonal relationships.

Procedures:
1. Conference will be held with any faculty member at the request of the student.

2. Conferences may be scheduled by the coordinator and/or instructor as necessary to review individual progress.

3. Individual records will be kept on the counseling session and items of a private nature will not be revealed without the consent of the student, unless, in the judgment of the coordinator, withholding information would jeopardize the student’s health or well-being.

4. If the Nursing administrator or student feels a need for professional help with a particular problem, the faculty will assist in referral to the proper agency or person.

5. Students recommended for drug/alcohol related counseling will be referred to CARE and/ Peer Nurse Assistance Program. (PNAP.org)
VISITORS
Students are not to have visitors when in the clinical setting. This includes the cafeterias. Family and friends are not permitted to have students paged. Also, students are not permitted to bring children to class/school/or the clinical site.

EMPLOYMENT POLICIES
Due to the physical, mental, and emotional demands upon the student Practical Nurse during the training period, the faculty discourages all employment.

If students must be employed during enrollment in the Practical Nursing Program, those employed in health care delivery shall not:
1. Wear the student uniform or any part thereof.
2. Accept any responsibilities normally performed by the Licensed Practical Nurse.

DISCIPLINARY PROCEDURES

Probation:
Students may be placed on probation and/or suspended for the following reasons:
A. Lack of achievement in theory
B. Unsatisfactory clinical evaluation
C. Excessive tardiness. Special circumstances will be given individual consideration
D. Disrespectful action towards staff and/or instructors
E. Abusive and/or vulgar language
F. Fighting
G. Vandalism
H. Cheating on an examination
I. Inappropriate conduct which reflects on the reputation of the Greene County Career and Technology Center Practical Nursing Program
J. Failure to follow school policy

A student may be suspended immediately at the discretion of the coordinator.

Dismissal:
Students may be dismissed from the program for the following reasons:
A. A continuation of unmodified probationary behavior.
B. Violation of the Patient’s Bill of Rights.
C. Insubordination to the faculty, administration, and clinical staff members.
D. Excessive absenteeism.
E. Theft.
F. Criminal conviction of possession and/or use of illegal drugs.
G. Reporting for class or duty under the influence of alcohol and/or illegal drugs.
H. Failure to report off properly for clinical rotations shall result in disciplinary action and/or dismissal from the program.
In the event a student has a grievance, this grievance must be brought to the attention of the Coordinator within seven (7) days of the incident. The student has recourse to the following grievance procedure:

Step 1  Discussion of grievance with instructor within three working days of the incident.

Step 2  Discussion of grievance with instructor and coordinator within five working days of the incident.

Step 3  Present grievance in writing to Coordinator within seven days of the incident.

Step 4  Written response from Coordinator within three working Days.

Step 5  Present grievance in writing to the administrator of the School, within twelve working days of the incident.

Step 6  Written response from administrator within three working Days.

Step 7  Present grievance in writing to the Joint Operating Committee within twenty (20) working days of the incident. Membership of the Joint Operating Committee changes annually.

Step 8  Written response from the Joint Operating Committee Within three (3) working days following the next regularly scheduled meeting. The decision of the Joint Operating Committee is final and binding.

The grievance may be solved at any step in this procedure. The student may request any one student from the class present during these proceedings as a witness. Faculty members may also request a union representative be present during these proceedings.

All grievance documentation or incident reports are maintained in the Nursing Coordinator’s office.
TITLE IV FINANCIAL AID

If a student withdraws from Greene County Career and Technology Center’s Practical Nursing Program, the student must be aware that it may affect the amount of financial aid he/she is entitled to receive. Notification of withdrawal should be made in writing, signed and dated by the student. Non-attendance or telephone calls to the office do not constitute an official withdrawal. The withdrawal date is defined as the last day a student attended class or clinical experience or postmark date of the withdrawal letter. The number of hours from the first day of class to the withdrawal date is the number of hours completed.

In accordance with federal regulations, those students who receive federal financial aid and who withdraw during the first 60% of a term will have their federal financial aid adjusted based on the percent of the term completed prior to withdrawal. That is, students will be entitled to retain the same percent of federal financial aid received as the percent of the term completed. This percent is calculated by dividing the number of hours in the term into the number of hours completed prior to the withdrawal. There will be no adjustment of federal financial aid after the completion of at least 60% of the term.

**EXAMPLE:**

\[
\frac{\text{# of hours completed}}{\text{# of hours in the term}} = \% \text{ of aid earned}
\]

100% of funds to be returned

Unearned federal aid funds received for a student if not repaid will cause a student to become ineligible for any future financial aid until such time as the repayment is made. Students will be contacted in such situations and will be given 45 days to repay the funds to Greene County Career and Technology Center.

The unearned Title IV funds will be returned to the appropriate financial aid program in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Student

Please note that students who receive a refund for financial aid for educational expenses prior to withdrawing from Greene County Career and Technology Center’s Practical Nursing Program, may owe a repayment of those funds.
REFUND POLICY

If a student withdraws from the Greene County Career and Technology Center’s Practical Nursing program, he/she will be reviewed for a refund of tuition paid in excess. **Acceptance deposit is not refundable.** **Official withdrawal** must be made in writing, signed by the student, and submitted to the Coordinator. Non-attendance, notification to an instructor or phone calls to the office DO NOT constitute an official withdrawal.

Students withdrawing from the program prior to the start of the program will receive a full refund of all payments received except for non-refundable fees and costs.

If withdrawal occurs after the start of the program, the student will receive refunds according to the following scale. This scale is based on the hours completed by the student prior to their official withdrawal.

**Upon entry of Level 1, if a student deems it fit to withdraw:**

**Days 1-4:** student is not responsible for tuition, fees, but is responsible for cost of supplies received

**Days 5-10:** student will be responsible for 50% tuition, and full cost of fees and supplies received

**After 10 days:** student will be responsible for 100% tuition, and full cost of fees and supplies received. For each successive Level afterward, once said Level is started, student is responsible for tuition, fees and supplies.

Student fees and costs for supplies (expendable items, i.e. books, uniforms and equipment) are not refundable, cannot be returned and are the property of the student and are not covered in this policy.

No refunds of $25.00 or less will be made.

Student signature represents understanding of Financial Aid Refund policy:

Name ___________________________ Date _________________
PAYMENT AND DISBURSEMENT POLICY

Federal Pell Grants and Federal Direct Stafford Loan proceeds must be disbursed to students in multiple installments. Disbursements of these funds are made in periods of enrollment termed Payment Periods. The first payment period begins at the start of training and ends when the student successfully completes one half of the scheduled clock hours of the payment period, at which time the second payment period begins.

PELL Grant funds are transferred electronically to the school and credited directly to the student’s tuition account. PELL Grant payments generally arrive within the first 30 days of training.

The first disbursement of student loan funds occurs after a student has been enrolled for 30 days. To be eligible for the remaining disbursement of grant and loan proceeds students MUST maintain satisfactory academic progress as defined in the program’s handbook and MUST have completed one half of the payment periods scheduled clock hours. Failure to meet these standards will result in financial aid funds being either delayed or cancelled.

Student Loan disbursements are transferred electronically to the school and credited directly to the student’s tuition account. Students are sent a disbursement notice when financial aid is posted to their student account. Students have 30 days from the date of disbursement in which they can cancel all or a part of any loan or grant amounts received.

Scholarships and payments from other sources, such as a student's employer, a sponsoring agency, a student's parent, or other, are posted to the students' accounts as they arrive at the school.

If at any time a student's account is overpaid creating a credit balance after all tuition and fees are paid, the credit balance is refunded to the student in the form of a check from the school. Students can elect to have their excess funds held on account for a future tuition bill. Students wishing to do so must sign a GCCTC Authorization Rollover Agreement.

In the case where financial aid disbursements do not cover the total cost of the program, the student is responsible for paying the balance owed to the school. Practical Nursing students who owe a balance to the school after all aid for the current payment period for that level has been disbursed, will not be eligible to take their final exams in our Practical Nursing Program for that current level until the account is paid in full. (Excludes anticipated approved scholarships/grants) Final Exams are a requirement to continue on to the next subject, level, or graduate if in level 3 of the Practical Nursing Program.
CODE OF CONDUCT
Greene County Career and Technology Center; hereafter known as Greene County CTC is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between Greene County CTC officers, employees or agents and education loan lenders, Greene County CTC has adopted the following:

Greene County CTC does not participate in any revenue-sharing arrangements with any lender. Greene County CTC does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer. Greene County CTC does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.

Greene County CTC does not assign a lender to any first-time borrower through financial aid packaging or any other means.

Greene County CTC will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans. Greene County CTC will not request or accept any assistance with call center or financial aid office staffing.

TUITION AND FEES
Tuition is determined annually based on the operational costs of the program and on state reimbursements and guidelines. A $50 non-refundable acceptance fee is due the Practical Nursing Program upon receiving the acceptance letter.

The program of study consists of 2 academic years. Each academic year is divided into two payment periods. Full tuition is due for each payment period before the end of the level for that payment period. For any current or former student, if an account remains delinquent, the school reserves the right to hold services along with diploma, transcript of grades or other records of achievement as well as criminal back ground checks, physical and immunization papers included in student file.

Financial assistance is accepted for tuition payment upon receipt of appropriate written notification of such approval. A minimum of 6 to 8 weeks processing time is needed for most types of financial aid. Notification must be submitted to the school in writing.
Nondiscrimination Policy

The Greene County Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated groups. Inquires may be directed to the Greene County Career and Technology’s Title IX Coordinator or the Section 504 Coordinator at 60 Zimmerman Drive, Waynesburg, PA or call 724-627-3106.